

TOWN OF MANSFIELD  
FINANCE COMMITTEE MEETING  
MINUTES OF FEBRUARY 18, 2015

Members Present: Bill Ryan (Chair), Paul Shapiro, Virginia Raymond

Other Council Members Present: Betsy Paterson, Alex Marcellino, Toni Moran (6:04pm), Betty Wassmundt (6:06pm), Steve Kegler (6:08pm)

Staff Present: Matt Hart, Cherie Trahan, Amy Meriwether

Guests: Jeff Ziplow, Sam Weil, Vanessa Rossitto - BlumShapiro

1. Meeting called to order at 6:00pm.

2. Approval of the minutes for January 12, 2015

***Move** to approve the minutes of January 12, 2015 by Paul Shapiro. Seconded by Bill Ryan. Motion passed unanimously.*

3. Opportunity for Public Comment – None

4. Staff Reports – Cherie Trahan reported that the Town Manager's Office & the Finance Department received the GFOA Distinguished Budget Presentation Award for the FY2014/15 budget. Reviewer ratings show improvement in some areas from the prior year and all ratings are either Proficient or Outstanding. Additional comments are provided for improvement and we will consider these when preparing the FY 2015/16 budget document.

5. BlumShapiro – Financial & Operational Controls Review – Project Status Update. Jeff Ziplow reviewed the Financial & Operational Controls Assessment – Phase I – Preliminary Test Results, and Findings and Recommendations, dated January, 2015. Mr. Ziplow answered questions from the Committee and Council members.

6. BlumShapiro – Comprehensive Annual Financial Report – FY 2013/14 – Vanessa Rossitto presented the financial statements and reviewed the Management Recommendations. Various questions from the Committee were answered.

***Move** to accept and recommend acceptance by the Town Council, the Comprehensive Annual Financial Reports for FY13/14 by Paul Shapiro. Seconded by Virginia Raymond. Motion passed unanimously.*

7. Quarterly Financial Statements date December 31, 2014 – Cherie gave a brief overview noting that any General Fund issues were discussed at the Financial & Budget Overview on February 7, 2015

***Move** to accept and recommend acceptance by the Town Council, the Quarterly Financial Statements dated December 31, 2014 by Paul Shapiro. Seconded by Virginia Raymond. Motion passed unanimously.*

8. Communications/Other business/future agenda items –

- ⇒ Proposal for fraud risk assessment
- ⇒ Review & explanation of Personal Property Grand List Report
- ⇒ Proposed Capital Improvement Budget Adjustments FY 14/15
- ⇒ Parameters for building permit fee reductions

9. Adjournment. The meeting adjourned at 9:05pm.

***Move to adjourn by Virginia Raymond. Seconded by Paul Shapiro. Motion passed unanimously.***

Respectfully Submitted,  
Cherie Trahan, Director of Finance

DRAFT